

V. REPORTING REQUIREMENTS

CalCAP Regulations require financial institutions to report to CalCAP on the status of loans enrolled in the Program on a regular basis. In addition, financial institutions should communicate to CalCAP any changes to the lender's primary contact information to ensure important communications from CalCAP are received by the appropriate point of contact.

A. Monthly Reporting

CalCAP Regulation §8073 (f) states:

"The Participating Financial Institution shall provide information to the Authority regarding the status of accounts, enrolled loans, claims and recoveries upon request."

All participating lenders with internally held loan loss reserve accounts are required to **submit a monthly bank statement** to CalCAP. The bank statements should provide a detailed description of the account and a complete summary of all transactions for the period covered. Failure to comply with this requirement more than two times within a six month period or more than three times in a 12 month period will result in a mandatory transfer of loss reserve accounts to the CalCAP Trustee Bank.



Submit Loan Loss Reserve account statement by the 15th of the following month (e.g. the statement for January must be submitted by February 15th) either by email at CalCAP@treasurer.ca.gov or by mail to:

CPCFA/CalCAP ARB
915 Capitol Mall, Room 457
Sacramento, CA 95814

B. Quarterly Reporting

Quarterly reports are due to CalCAP by the 15th of the month following the end of the quarter as follows:

Quarter Begins	Quarter Ends	Quarterly Report due to CalCAP
January 1	March 31	April 15
April 1	June 30	July 15
July 1	September 30	October 15
October 1	December 31	January 15

The quarterly report should clearly identify the CalCAP loan number, lender loan number, borrower's name and/or DBA, date of the loan (first disbursement), maturity date, total loan amount, and total amount outstanding. For loans that received a claim approval, the report should also include the date of charge off, claim amount paid, recovery dates, recovery amounts, and comments. For an example of a quarterly report

in the CalCAP preferred format, see the graphic below and refer to the CalCAP website at:

<http://www.treasurer.ca.gov/cpcf/calcap/arb/index.asp>

Quarterly Report Template [Compatibility Mode] - Microsoft Excel

CalCAP Loan Portfolio
Quarterly Report
ABC Bank
Quarter Ending XXXXXX

last revision date 6/30/2011

LOAN INFORMATION								CLAIM INFORMATION				
CalCAP Loan #	Bank Loan Number	Borrower	DBA	Date of Loan (First Disbursement)	Maturity Date	Total Loan Amount	Total Enrolled Amount Outstanding	Date of Charge Off	Claim Amount Paid	Recovery Date	Recovery Amount	Comments
0000-00000	123-87854	John Doe	John Doe Construction	11/22/2008	11/22/2014	\$ 120,000.00	\$ 115,000.00	12/1/2009	\$45,000.00	12/15/2009	\$ 30,000.00	Recovery 30k 12/15/09
0000-00000	123-45678	Jane Doe	Jane Doe Bakery	9/1/2011	9/1/2021	\$ 25,000.00	\$ 25,000.00					
Totals						\$ 145,000.00	\$ 140,000.00		\$45,000.00		\$ 30,000.00	

Failure to comply with the reporting requirements one time will result in suspension from the Program until the quarterly report is submitted to and received by CalCAP. Failure to comply a second time will result in the mandatory transfer of loss reserve accounts to the CalCAP Trustee Bank and suspension from the Program. Once the loss reserve account has been transferred and the quarterly report is submitted to and received by CalCAP, the suspension will be lifted. If the Trustee already holds the loss reserve account, and a participating financial institution fails to comply a second time within a 12 month period, the participating financial institution will be suspended from the Program until the quarterly report is submitted to and received by CalCAP. Furthermore, that financial institution's ability to participate in CalCAP ARB will be reassessed by the Executive Director.



Submit the Quarterly Report electronically to the CalCAP email address at CalCAP@treasurer.ca.gov within 15 days of the end of the quarter.

C. Change in Lender Points of Contact

To ensure the financial institution is aware of all current CalCAP rules and regulations as well as changes to program policies or practices, lenders should keep CalCAP informed about any changes to key lender contacts by sending a brief memo to CalCAP with the new or updated name, address, phone or email. Specifically, lenders should inform CalCAP of changes to the:

- ☞ **Main Contact** – CalCAP's primary lender contact
- ☞ **Public Contact** – lender contact for public inquiries (name and address will be published on the CalCAP website)
- ☞ **Financial Contact** – lender contact authorized to discuss bank statements, quarterly reports, claim refunds, etc. with CalCAP

- ☞ **Mail Recipient** – lender contact authorized to receive completed loan and claim documents from CalCAP (only list **one**)
- ☞ **General Emailing List** – on occasion, CalCAP sends out email announcements for new processes, new forms, lender roundtable meetings, etc. Lender should provide the email addresses for those wishing to receive such correspondence.

Updates may be submitted to the CalCAP email CalCAP@treasurer.ca.gov or by mail to:

CPCFA/CalCAP ARB
Ref. Change in Lender Contact
915 Capitol Mall, Room 457
Sacramento, CA 95814



Please use “Change in Lender Contact” reference in the email subject line or in the regular mail address line.